

TAHOE REGIONAL PLANNING AGENCY
Research and Analysis Division
REQUEST FOR PROPOSALS (RFP)
2023 Threshold Evaluation Scenic Threshold Monitoring Assistance
RFP# 230018

Announcement: June 7, 2023

Project Description: The Tahoe Regional Planning Agency (TRPA) is required to do environmental threshold evaluations every four years. The most recent threshold evaluation was done in 2019 and the next evaluation is required by the end of 2023. Threshold monitoring provides the data necessary for TRPA to make its threshold evaluations. The selected Consultant will work with the TRPA Project Manager for the Scenic Threshold Monitoring effort for the 2023 Threshold Evaluation. The Consultant will participate directly in all field monitoring activities and will then review the data from the field, assign scores, analyze the data, and identify trends.

Evaluation: Bids will be evaluated based on team qualifications, proposed scope of work, work experience, and references. Interviews may or may not be conducted depending on the quantity and/or quality of bids received.

Deadline: June 20, 2023 – submission of questions to RFP coordinator due
June 30, 2023 – deadline for submission of proposals

Questions: All questions should be submitted by email to the RFP Coordinator:

Jeanne McNamara
Tahoe Regional Planning Agency
PO Box 5310
128 Market Street
Stateline, NV 89449
jmcnamara@trpa.gov

1. INTRODUCTION & AGENCY BACKGROUND

Introduction:

The purpose of the Request for Proposals (RFP) is to select a consultant to assist with the 2023 evaluation of scenic conditions and trends in the Lake Tahoe Region. The evaluation assesses changes in scenic conditions relative to TRPA scenic threshold standards. TRPA has adopted environmental threshold standards for scenic resources which include numerical standards for roadway and shoreline travel units, numerical standards for other areas, and a policy statement for the built environment. The evaluation for this project includes:

1. Evaluation of roadway and shoreline travel units, which are segments of roadways and shoreline with similar visual character;
2. Evaluation of specific individual features (scenic resources) of Tahoe's natural landscape that can be seen from major roadways and from Lake Tahoe;
3. Views from and within certain public recreation areas and bike trails; and
4. Visual quality of the built environment.

The deadline to submit proposals is Friday, June 30, 2023. Consultants will be contracted through the TRPA Consultant Services Agreement. Funding for this contract is contingent upon TRPA Governing Board approval of the Fiscal Year 23/24 agency budget.

TRPA Background Information:

TRPA was created when the governors and lawmakers in California and Nevada approved a bi-state compact that created a regional planning agency to oversee development at Lake Tahoe. In 1969, the United States Congress ratified the agreement and created the Tahoe Regional Planning Agency. The Agency is authorized under California law (California Government Code sections 66800 through 66801), Nevada law (NRS 277.190 through 227.200), and Federal law (PL 96-551).

TRPA is located on the border of the states of California and Nevada, between the Sierra Crest and the Carson Range. Approximately two-thirds of the region is in California, with one-third within the State of Nevada. The Tahoe Region contains an area of about 501 square miles, of which approximately 191 square miles comprise the surface waters of Lake Tahoe. Overlapping jurisdictions in California include the City of South Lake Tahoe, El Dorado County and Placer County. Overlapping jurisdictions in Nevada include Washoe County, Douglas County and Carson City. Tourism is the economic heartbeat of the region and visitors to the area far outnumber the year-round resident population of just over 55,000 people.

The mission of the TRPA is to "lead the cooperative effort to preserve, restore, and enhance the unique, natural, and human environment of the Lake Tahoe Region." The Agency is the leading partner for plans and actions to preserve the environment of the Tahoe Region. The Agency establishes transportation and land use policy. It works with local, regional, state, and federal

organizations and governments to facilitate a cooperative approach in implementing these plans and programs.

TRPA is governed by a 15-member Board. California and Nevada each have seven members comprised of elected officials and governmental appointees. In addition, a non-voting member is appointed by the President of the United States of America. Further information can be obtained at the Agency's website at www.trpa.gov.

2. RFP Schedule & Submission Process

Public Records:

The documents submitted in response to this RFP should be considered public information and subject to FOIA disclosure. Restrictions on any information submitted will render a bid non-responsive.

TRPA assumes no contractual obligation to enforce any exemption on behalf of a respondent to the RFP.

RFP Coordinator:

Upon release of this RFP, all communications concerning this proposal request should be directed to the RFP Coordinator listed below. All written questions and requests for clarification must be received via email by the deadline on the RFP schedule listed below. Email shall have the subject stating: "**RFP INQUIRY – RFP #230018 - Scenic Threshold Monitoring Assistance.**" Responses will be posted to the website <https://www.trpa.gov/contact/request-for-proposals/> in accordance with the RFP schedule listed below. The respondent should rely only on written statements issued by the RFP Coordinator.

Jeanne McNamara
Tahoe Regional Planning Agency
PO Box 5310
128 Market Street, Suite 3A
Stateline, NV 89449
jmcnamara@trpa.gov

Request for Proposals Schedule:

TRPA anticipates the following schedule, which is subject to change:

Date of Announcement:	June 7, 2023
Proposing Firms' Questions Due:	June 20, 2023
Questions and Answers posted to www.trpa.gov	June 26, 2023
Deadline for Proposal Submissions:	June 30, 2023
Sealed Proposals Opened:	July 3, 2023
Consultant Interviews (if necessary):	July 10-12, 2023

Anticipated Award of Contract:

July 13, 2023

Commencement of Work:

August 1, 2023

Late proposal submissions will not be considered and will be returned unopened to the sender.

Proposal Submission:

Proposals must initially be submitted electronically to bids@trpa.gov. RFP and cost proposals are submitted separately, and cost proposal is only opened for proposals that meet format requirements. Send electronic submittals to bids@trpa.gov with the subject line “**RFP #230018 Scenic Threshold Monitoring Assistance - RFP Response - [lead firm name]**” and “**RFP #230018 Scenic Threshold Monitoring Assistance - RFP Cost Proposal - [lead firm name]**”.

All opened proposals and accompanying documentation become the property of TRPA and will not be returned. Late proposals will not be reviewed.

Terms and Conditions:

- TRPA reserves the right to amend the RFP schedule or issue amendments to the RFP at any time. TRPA also reserves the right to cancel or reissue the RFP, to reject any or all proposals, to waive any irregularities or informalities in the selection process, and to accept or reject any item or combination of items. TRPA reserves the right to request clarification of information from any bidder or to request supplemental material deemed necessary to assist in the evaluation of the proposal. TRPA reserves the right to accept any agreement deemed by the agency to be in its best interest. This RFP does not obligate the TRPA to accept or contract for any expressed or implied services.
- In the event that the bidder to whom any services are awarded does not execute a contract within thirty (30) calendar days after TRPA approval, TRPA may give notice to such bidder of intent to award the contract to the next most qualified bidder or to call for new proposals and may proceed to act accordingly.
- TRPA will not reimburse any bidder for any of the costs involved in the preparation and submission of responses to this RFP or in the preparation for and attendance at subsequent interviews.
- Selected consultant(s) will be expected to sign the TRPA Consultant Services Agreement listed on <https://www.trpa.gov/contact/request-for-proposals/>. Any desired edits to this agreement should be included in the Contractor's proposal. Desired edits may not be accepted by TRPA.
- The Consultant or its employees may be subject to the provisions of Article III (a)(5) of the Tahoe Regional Planning Compact (P.L. 96-551, 94 Stat. 3233, Cal. Gov't Code Section 66801, N.R.S. 277.200), which requires disclosure of any defined economic interest and prohibits such persons from attempting to influence Agency decisions affecting certain economic interests.
- Bidder shall thoroughly examine and be familiar with these terms and conditions of the TRPA Consultant Services Agreement. The failure or omission of any bidder to receive or examine this

document shall in no way relieve any bidder of obligations with respect to this proposal or the subsequent contract.

- Bidder must certify to the best of its knowledge and belief that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency. TRPA will verify bidders' status by checking the SAM system.
- All subcontractors, if any, used by the selected consultant will require prior written consent of TRPA and will be subject to all provisions stipulated in the TRPA Consultant Services Agreement.
- This contract will be funded by federal and state grant awards and is subject to federal and state grant award requirements including, but not limited to, cost principles and administrative regulations including but not limited to travel and per diem rates, mileage rates, and allowable cost requirements.

3. Project Description

Overview of Project:

TRPA Resolution 82-11 provided for the development and implementation of environmental thresholds. In 1982, the threshold study team completed the scenic resource inventory and evaluation to define and establish threshold standards for preservation of scenic quality. At that time, numerical standards were established for roadway and shoreline travel route ratings, and roadway and shoreline scenic quality ratings. TRPA also adopted a policy statement for overall community design elements. In 1993, TRPA adopted numeric standards for designated public recreation areas and bike trails.

The 1982 scenic study established threshold standards for the protection of scenic quality and developed a methodology for measuring change in scenic quality over time with the goals of:

1. Maintain and enhance the dominant natural-appearing landscape for the vast majority of views and lands in the Region.
2. Maintain and/or improve the aesthetic characteristics of the man-made environment to be compatible with the natural environment.
3. Restore, wherever possible, damaged natural landscapes.

This project will assist with the 2023 evaluation of scenic conditions and trends in the Lake Tahoe Region. The evaluation assesses changes in scenic conditions relative to TRPA threshold standards. TRPA has adopted environmental threshold standards for scenic resources which include numerical standards for roadway and shoreline travel units, numerical standards for other areas, and a policy statement for the built environment. The evaluation for this project includes:

1. Evaluation of roadway and shoreline travel units, which are segments of roadways and shoreline with similar visual character;
2. Evaluation of specific individual features (scenic resources) of Tahoe's natural landscape that can be seen from major roadways and from Lake Tahoe;

3. Views from and within certain public recreation areas and bike trails; and
4. Visual quality of the built environment.

The scenic evaluation from the 2019 Threshold Evaluation Report can be found on the Threshold Dashboard on the Lake Tahoe Info platform:

<https://thresholds.laketahoeinfo.org/ThresholdCategory/Detail/ScenicResources>

The selected consultant will work with the TRPA Project Manager for the Scenic Threshold Monitoring effort for the 2023 Threshold Evaluation Report. The consultant will participate directly in all field monitoring activities and will be a member of the scenic monitoring team. The consultant will review data analysis and identify trends and review findings with the TRPA Project Manager for the Scenic Threshold Monitoring effort. The consultant will be responsible for updating the comments and the scores for the scenic travel routes, the scenic resources, and the scenic recreation areas and bike trails.

The field work must be completed by October 6, 2023 and the data analysis and final score sheets must be completed by January 31, 2024.

The following tasks must be performed under this project. Applicants to this RFP should provide details, schedule, and budget for how they will accomplish the tasks.

Task 1: Conduct Field Inspections of Shoreline and Roadway Travel Units, Generate Travel Route Ratings, and Scenic Quality Ratings

Shoreline Travel Route Ratings:

The consultant will work with TRPA to complete a field inventory of the 33 Shoreline Travel Route ratings. The rating process will be conducted by the monitoring team from the TRPA watercraft on Lake Tahoe. Each scenic shoreline unit subject to change since 2019 will be visually surveyed by the monitoring team as the watercraft travels at a slow speed parallel to and roughly 500 feet from shore. Two passes will be made along each shoreline unit being observed by the monitoring team, one in each direction, while observing the conditions of the landscape. Digital photographs or digital video will be captured to document the conditions being rated. After the second pass through each unit, a score from 1 to 5 will be assigned by the monitoring team to each of the three rating subcomponents described in the Status and Trend Monitoring Plan for Scenic Resources in the Lake Tahoe Basin (2010). Scores will be entered directly into a spreadsheet file using a portable computer in the field.

Roadway Travel Route Ratings:

The consultant will work with TRPA to complete a field inventory of the 46 Roadway Travel Route ratings. The rating process will be conducted in the field by the monitoring team during sunny weather under snow-free conditions. Each roadway unit subject to change since 2019 will

be visually surveyed by the monitoring team as the team travels at a normal speed (posted limit, consistent with tourist traffic) along the road. Two passes are made through each unit being observed by the monitoring team, one in each direction, while observing the landscape within view from the road. Digital photographs or digital video will be captured to document the conditions being rated. After the second pass through each unit, a numerical score from 1 to 5 will be assigned by the team to each of the six rating subcomponents described in the Status and Trend Monitoring Plan for Scenic Resources in the Lake Tahoe Basin (2010). Scores will be entered directly into the spreadsheet file in the field.

Scenic Quality Ratings:

The consultant will review with TRPA 2023 photographs of all the designated scenic resources to review changes to the scenic quality. The scenic quality ratings focus on the relative scenic quality of specific scenic resources that can be seen from the roadway and shoreline travel routes. Scenic resources in the Region include views of the natural landscape and distinctive natural features that were first identified, mapped, described, and evaluated in 1982. There are 205 scenic resources visible from the roadway units and 185 from shoreline units. Using the TRPA photos taken from the prescribed viewpoint(s) the consultant will review the current condition of the resource and assign a score from zero to three for each of the four subcomponent characteristics described in the Status and Trend Monitoring Plan for Scenic Resources in the Lake Tahoe Basin.

Task 2: Conduct Field Inspections of Public Recreation Areas and Bike Trails and Generate Scenic Quality Ratings

Public Recreation Area and Bike Trails Ratings

The Consultant will work with TRPA to complete a field inventory to generate scenic quality ratings for public recreation areas and bike trails. The Public Recreation Area and Bike Trails threshold addresses three general types of scenic resources:

1. Views from the recreation area or bicycle trail;
2. View of natural features within the recreation area or along the trail; and,
3. Visual quality of man-made features within the recreation area or adjacent to the trail.

Ratings will be generated for all three types. For bicycle trails, lake views will be included and rated. Each of the recreation areas for bike trails included in the TRPA inventory and map will be visited in the field. An initial visual survey of public recreation areas and bike trails where no change to scenic quality is expected to have occurred will be TRPA not the consultant. This initial survey will verify that no change to the scenic quality of these units has occurred since the 2019 threshold monitoring. If changes to the scenic quality are noted in these areas, they will be surveyed by the monitoring team following the approach for all other public recreation areas and bike trails, as described below. While observing Type 1 and 2 scenic resources, the

characteristics of unity, vividness, variety, intactness will be assigned a value of 1 (low) to 5 (high). Type 3 scenic resources (man-made features) will be rated for coherence, condition, compatibility, and design quality according to the same scale (1 through 5). Scores will be entered directly into a spreadsheet file using a portable computer in the field. Digital photographs will be taken to document the conditions being rated.

Task 3: Conduct Community Design Review

Community Design

The consultant will assist TRPA with the Community Design review. The Community Design Threshold is a policy that applies to project sites involving new, remodeled, or reconstructed buildings. Monitoring will involve field inspections at project sites. Direct observations of new, remodeled, or reconstructed buildings will be made to check for items contained in or in conflict with the applicable Design Review Guidelines. No numerical rating will be produced. Not all design review items will apply to all projects. A list of project sites due for monitoring will be developed by TRPA. For budgeting purposes, it is assumed that up to 20 project sites will be identified. The list will provide the physical (street) address of each project site to be visited and a brief description of the project as well as any permit conditions that relate to the TRPA Design Review Guidelines.

A checklist will be used to record the implementation status of each design review item. Items will be recorded as implemented, not implemented, or not applicable. Written notes and comments will also be generated as needed for each item including positive design elements and opportunities for improvement. Digital photographs will be taken by the monitoring team to document the conditions being evaluated.

Task 4: Data Analysis

The consultant will analyze the scenic threshold data to make status and trend determinations using methods similar to those used in the 2015 Threshold Evaluation. The monitoring data collected in the field will be entered in a master spreadsheet provided by TRPA as tabular data. Once data collection is complete, the tabular data will be scrutinized. The spreadsheet will be organized so as to provide direct comparison of the ratings for all rounds of monitoring (1986, 1991, 1996, 2001, 2006, 2011, 2015, and 2019). Changes in ratings (increases or decreases) will be identified by comparing the tabular data for the current monitoring cycle to that of prior years. The geographic areas where changes occur will be noted. Trends will be identified by examining and comparing the ratings for all years. The composite scores will be compared to the threshold standards to identify which travel units, scenic resources, or recreation areas and bike trails fail to meet the threshold standards and those which meet or exceed the standards. A map showing these conditions will be produced.

The consultant will prepare final spreadsheets and ratings for TRPA. Any tabular data and digital images collected during field monitoring activities will be provided to TRPA.

4. Minimum Required Proposal Contents

All proposal responses should address the following matters:

Main Proposal:

1. Definition of the Project: Indicate your understanding of the project objectives and tasks. Max page limit: 2.
2. Project Approach: Describe how the Project will be managed, implemented, and evaluated to accomplish the objectives and requirements outlined in this request. Max page limit: 6.
3. Team Organization: Describe how the project team will be organized to facilitate effective management, implementation, and evaluation. Max page limit: 1
4. Qualifications and Experience: Provide a summary of company and project team qualifications related to the project. Max page limit: 5.
5. References: Provide a minimum of three (3) client references of similar sized and/or governmental accounts which the bidder has served in a similar capacity over the past two years and/or is currently serving. Provide a description of work performed, contact person, telephone number, and email address for each reference customer. References should be submitted as an attachment to this response. Max page limit: 3

Cost Proposal:

1. Schedule and Cost: The initial term of this contract shall be through June 30, 2024. Provide an itemized cost estimate based on the Tasks described in Scope of Work section. Max page limit: 2

W-9 and Proof of Insurance

Submit a completed IRS form W-9. Proof of Insurance will be required if selected under this RFP for a contract award. TRPA contract insurance requirements are outlined in the TRPA Standard Two-Party Contract, available here <https://www.trpa.gov/wp-content/uploads/documents/archive/TRPA-Standard-Two-Party-Contract.pdf>.

5. Notification and Selection Process

Review of Proposals:

After the deadline date the Agency shall review and evaluate all proposals for responsiveness to the RFP in order to determine whether the Proposer possesses the professional qualifications necessary for the satisfactory performance of the services required. The Agency shall also investigate qualifications of all Proposers to whom the award is contemplated, and the Agency may request clarifications of proposals directly from one or more Proposers. In reviewing the proposals, the Agency may consider the following:

1. The experience and past performance of the Proposer and its agents, employees, and sub-consultants in completing projects of a similar type, size, and complexity.
2. The Agency may consider Proposer's timely and accurate completion of similar projects within budget.
3. The specific recent experience of the Proposer and its agents, employees, and sub-consultants in auditing governmental entities and especially transportation entities.
4. The feasibility of the proposal based upon the performance and cost schedules, and the methodology to be used by the Proposer.
5. Proposer's understanding of the work to be completed based upon the clarity of the proposal and responsiveness to this RFP.
6. Proposer's proposed language for the Professional Services Agreement.
7. TRPA makes a good faith effort to contract with small, minority, and women owned business enterprises. Accordingly, the TRPA strongly encourages small, minority, and women owned businesses to reply to this RFP.

Section	Evaluation Criteria
1. Definition of the Project	<ul style="list-style-type: none"> • Demonstrates exceptional knowledge of the overall goals and objectives.
2. Project Approach	<ul style="list-style-type: none"> • Overall project approach including role, philosophy, and project process used by the firm. Overall strategy and deliverables.
3. Team Organization	<ul style="list-style-type: none"> • Project team and leadership. Planning activities, support tools, and reporting methodology.
4. Qualifications and Experience	<ul style="list-style-type: none"> • Depth of relevant experience, verifiable ability of proposed firm to meet Agency expectations.
5. Schedule & Cost	<ul style="list-style-type: none"> • Acceptability of proposed overall cost and specific cost formulation the Agency. • Availability and accessibility of the firm during the duration of this project.
6. References	<ul style="list-style-type: none"> • Satisfactory responses from prior engagement references provided for proposed firm.
7. Content	<ul style="list-style-type: none"> • Satisfactory completion of all general RFP content and submission requirements.

Award of Agreement:

Upon completion of the review period, the Agency shall notify those respondents whose proposals will be considered for further evaluation and negotiation. All notified respondents may be required to make presentations and negotiate in good faith in accordance with direction from the Agency. Any delay caused by respondent's failure to respond to direction from the Agency may lead to a rejection of the proposal.

If the Agency determines, after further evaluation and negotiation, to award the Agreement, the Standard TRPA Two-Party Contract Agreement shall be sent to the successful respondent for the respondent's signature. No proposal shall be binding upon the Agency until after the Agreement is signed by duly authorized representatives of both the Auditor and the Agency.

TRPA agrees to make a good faith effort to contract with small, minority, and women owned business enterprises. Accordingly, the TRPA strongly encourages small, minority, and women owned businesses to reply to this RFP and submit DBEWE Certification as an attachment to this RFP.

Should the selected applicant and TRPA be unable to agree to the terms of a contract within thirty (30) calendar days after TRPA approval, TRPA will reserve the right to disqualify the consultant and select another qualified applicant. Should this process not result in the hiring of a consultant, the RFP may be reissued.

The Agency reserves the right to reject any or all proposals, and to waive any irregularity. The award of the Agreement, if made by the Agency, will be based upon a total review and analysis of each proposal and projected costs.

TRPA will contract with the party that will best accomplish the project objectives for the best value and in the best interests of the Agency.